



## City of Austin - JOB DESCRIPTION



### Airport Operations Manager

|                    |                  |                      |                    |
|--------------------|------------------|----------------------|--------------------|
| <b>FLSA:</b>       | Standard/Exempt  | <b>EEO Category:</b> | (20) Professionals |
| <b>Class Code:</b> | 10385            | <b>Salary Grade:</b> | XA2                |
| <b>Approved:</b>   | October 24, 1997 | <b>Last Revised:</b> | December 17, 2009  |

#### Purpose:

Under nominal direction or working independently, plan, organize, direct, and manage programs in the administration and operations of airport facilities, grounds and equipment. Oversee and manage activities that ensure and enforce compliance with federal, state, and local regulations regarding airport operations.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Manage airport response to emergencies, i.e., respond to emergencies, coordinate emergency activities, and implement emergency plans, etc.
2. Coordinate opening and closing the airport (or portions of it) for divisional areas based upon airport conditions and related safety factors.
3. Develop operational policies/procedures and recommend implementation methods.
4. Develop division/ section budget and monitor expenditures.
5. Coordinate operations with outside contractors; serve as department liaison to airlines, fixed base operators, tenants, federal/state agencies, the public, and the news media.
6. Represent City at boards, commissions, department at meetings and conferences, etc.
7. Represent the Department in the development, administration, enforcement, project management, and negotiation of leases/other contracts and use of Airport land, facilities, and services.
8. Develop and evaluate leases, agreements, or other sources of revenue; confers with lessees to resolve complaints or performance deficiencies; provide information to individuals and private business firms seeking airport leases and concessions; make recommendations for approval, denial, or discontinuance of facility usage.
9. Inspect facilities, grounds and equipment and ensure safe and efficient operations.
10. Direct the operation and maintenance of the water quality control discharge system; develop operational procedures required to meet federal, state, and local water quality regulations.
11. Make recommendations on construction, alterations, and maintenance activities on airport facilities and equipment and coordinate construction activities on landside properties.
12. Review logs, operational reports, etc. and develop/prepare proposed changes.
13. Write technical reports.

#### Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for hiring, disciplinary actions, performance evaluations, training, counseling employees, and other supervisory duties.

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

#### Minimum Qualifications:

Bachelors degree in Business or Public Administration, Aviation management or related field, plus five (5) years experience in airport operations, two (2) of which were in a supervisory capacity

One (1) year of relevant work experience may substitute for one (1) year of the required education up to a maximum of four (4) years.

#### Licenses and Certifications Required:

None

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.